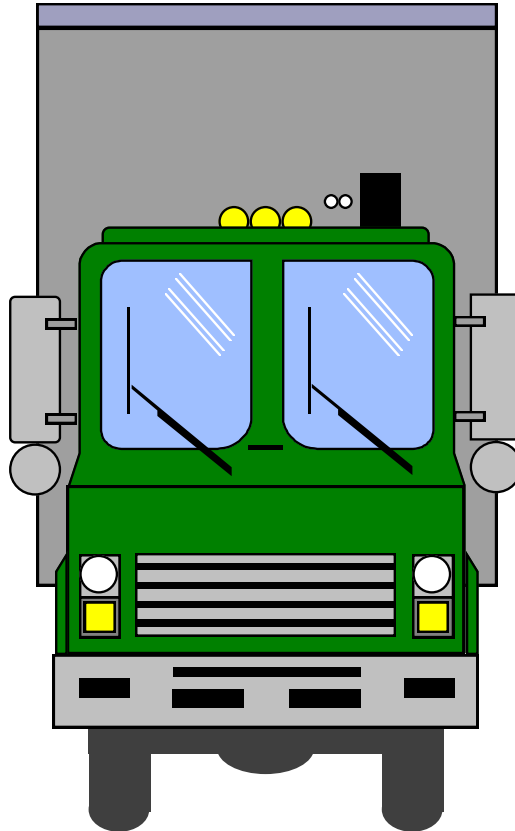


DAFIS

Dispatch/Automated Fleet Information System



USER'S GUIDE

Developed By:

Goddard Space Flight Center

Logistic Management Division

Code 230

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INTRODUCTION

DAFIS is a program designed to be an automated Dispatch System for Transportation. The goals of this newly acquired system are real time entry of pickup and trip tickets, eliminate manual dispatch process, and automate weekly, monthly, and annual reports.

DAFIS is a Windows run program written in Visual FOXPRO. It consists of six databases: Trip Ticket, Pickup Ticket, Driver, Pickup Categories, Trip Ticket Categories, Vehicle, and Recurring Run, three of which are used daily. There are currently four reports that summarizes monthly workload date: Fleet Utilization, Vehicle Utilization, CatByDate, and PickHisCat. These reports will assist in the establishment of the Transportation Monthly Report by the Goddard Space Flight Center logistics contractor.

DAFIS was designed and implemented to eliminate the manual dispatch process. Real time data entry can be made into the DAFIS databases, and forms can be printed from any designated record.

The use of DAFIS is simple and user friendly. Consistency is critical when entering data. All users entering data should use the same information and interpretation of the information in order to produce an accurate database with usable, reportable information.

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GETTING STARTED

1. Double-Click the **DAFIS** program icon to start DAFIS.

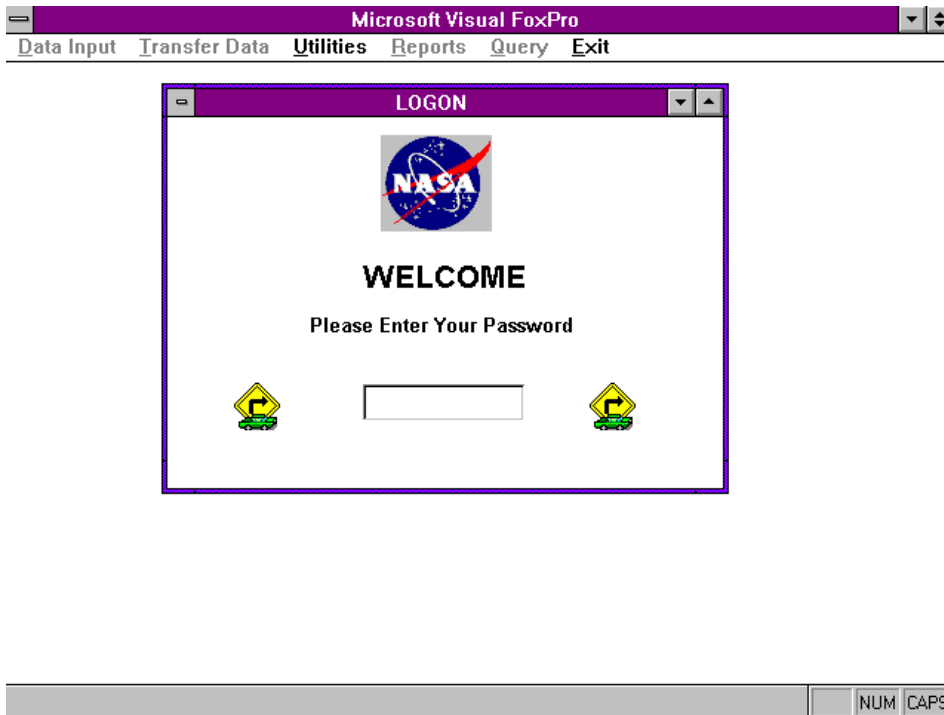
2. To Logon to DAFIS, Click **Utilities**.

HINT: Only the Utilities and Exit Menu Bar items are highlighted for use.



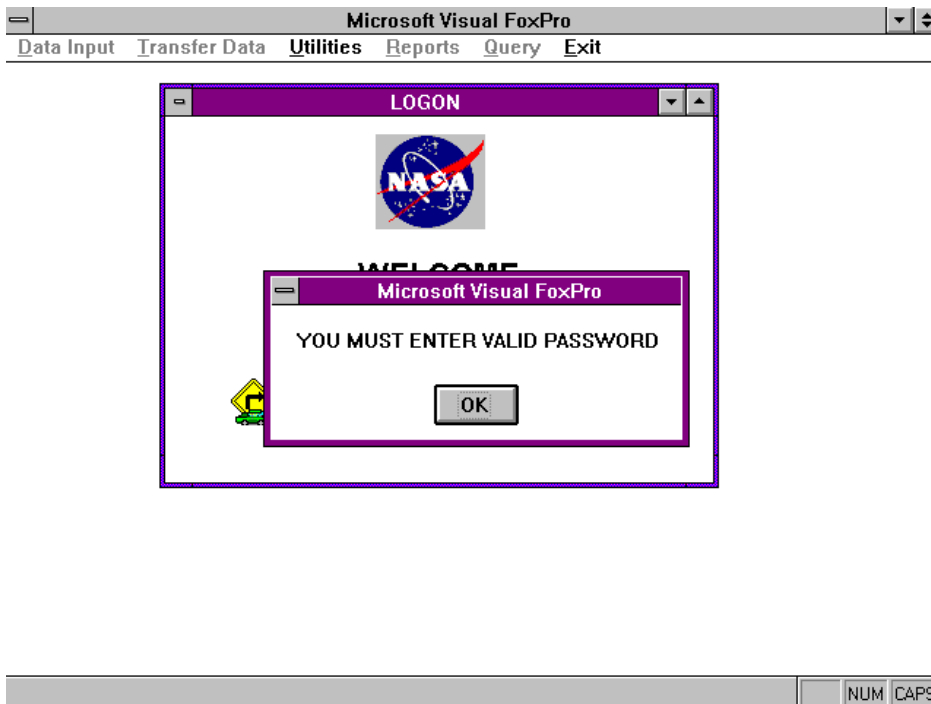
3. With the Utilities menu displayed, click **Logon**.

4. **"Please Enter Your Password"** will appear on screen.



5. Enter the designated password.

If invalid password is entered, “**You Must Enter Valid Password**” will appear on screen.



Click **OK** and enter correct password.

DATA INPUT DATABASE

The **DATA INPUT MENU** contains the following menu items:

TRIP TICKET - allows you to add, delete, modify, and view Trip Tickets.

PICKUP TICKET - allows you to add, delete, modify, and view Pickup Tickets.

DRIVER - allows you to add and delete Drivers to database.

PICKUP CATEGORIES - allows you to add and delete Pickup Categories to database.

TRIP TICKET CATEGORIES - allows you to add and delete Trip Ticket Categories to database.

VEHICLE - allows you to add and delete dispatch vehicles to the database.

RECURRING RUN - allows you to transfer daily dispatch runs to the Trip Ticket database.

To access the Trip Ticket database:

1. With the **DATA INPUT** menu displayed, click **Trip Ticket**.

A current open Trip Ticket will appear.

2. Click **Add** to add a new Trip Ticket.

The screenshot shows the Microsoft Visual FoxPro application window. The menu bar includes **Data Input**, **Transfer Data**, **Utilities**, **Reports**, **Query**, and **Exit**. Below the menu bar is the **DISPATCH** form. The form contains several input fields for data entry:

- Req Date:** / / : :
- Driver:** [Text Box]
- Phone:** [Text Box]
- User org:** [Text Box]
- No pax:** [Text Box]
- Dest:** [Text Box]
- On Date:** / /
- At Time :** [Text Box]
- Cat:** [Text Box]
- Run:** [Text Box]
- Status:** [Text Box]
- Veh no:** [Text Box]
- Dispatcher:** [Text Box]
- Disp date:** / / : :
- Miles out:** [Text Box]
- Rtn date:** / / : :
- Miles in:** [Text Box]
- Remarks:** [Text Box]

Below the input fields is a table with the following columns: **Tag_no**, **Model**, **Avai**, and **Trip_od**. The table has a scroll bar on the right. At the bottom of the form are several buttons: **Top**, **Prev**, **Next**, **Bottom**, **Find**, **Print**, **Save**, **Revert**, **Delete**, and **Exit**.

At the bottom of the screen is a status bar with the text "Add new record / Save edits" and two buttons: **NUM** and **CAPS**.

3. Click on **Req Date**.

This will automatically pop up the current date and time.

4. Please supply the following information:

Driver: (Person driving vehicle)

Phone: (Provide the NASA four digit extension)

User Org: (Provide the NASA code)

No Pax: (Provide number of passengers)

Dest: (Location traveling to)

On Date: (Date of actual utilization)

At Time: (Time of actual pickup)

Cat: (Type of vehicle dispatching)

NOTE: The categories will automatically pop up, either scroll down category menu or type in category number.

Run: (L for Local or T for Travel)

Status: (Select “1” for open, “2” for close, and “3” for cancel)

Veh No: (Number of vehicle dispatched)

NOTE: Once vehicle number is entered, a vehicle dialog box will appear with the Tag Number, Model, Availability, and Odometer reading.

Dispatcher: (Input initials of dispatcher)

Disp Date: (Actual date and time of dispatch)

NOTE: Dispatch Date must be greater than or equal to Request Date.
Do not click on this space until the vehicle is ready to be dispatched.

Miles Out: (Miles will automatically pop up once vehicle number is selected)

Rtn Date and **Miles In** will be entered upon return of vehicle.

NOTE: Return Date must be greater than or equal to Dispatch Date.

Remarks: (Indicate any pertinent information that needs to be recorded)

5. Click **Save** once all information has been entered.

To edit a Trip Ticket:

1. Locate desired Trip Ticket by using the following buttons:

TOP - takes you to the first Trip Ticket in database.

PREV - returns you the previous Trip Ticket.

NEXT - takes you to the next Trip Ticket.

BOTTOM - takes you to the last Trip Ticket in the database.

2. Once desired ticket is located, click **Edit**.

NOTE: The characters on the screen will change from gray to black.

Make sure when dispatching that the availability status is change to “N” when vehicle is dispatched.

Make sure when dispatching that the **Miles Out** and the **Trip Odometer** reading are the same.

3. Make desired changes and click **Save**.

To delete a Trip Ticket:

1. Click **Delete** at anytime you wish to delete a Trip Ticket.

To Print a Trip Ticket:

1. Click **Print**.

The Trip Ticket must be saved before it will print.

To Find a Trip Ticket:

1. Click **Find**.

The Search dialog box appears.

2. Select field to search.

This can be done by clicking on **Field** and scrolling down the field menu. Fields include:

REQ_DT	NO_PAX	RTN_DATE
CAT	DEST	VEH_NO
REQSTR	DISP_DATE	PHONE
RUN	MILES_OUT	STATUS
USER_ORG	MILES_IN	DISPATCHER
DATE_REQ	TIME_REQ	

3. Select **Operator** to define the value.

Values can be defined as:

EQUALS	LESS THAN	CONTAINS
NOT EQUALS	IS BLANK	IN
MORE THAN	IS NULL	BETWEEN

4. Click on **Value** to enter desired information.

To search more than one field:

1. Click **And**, and repeat same steps used to define first search.

NOTE: Select **Case Sensitive** if you would like the computer to recognize only capital letters.

To start search:

1. Click **Search** and the computer will generate a listing based on fields defined.
2. To exit search at anytime click **Cancel**.
3. To exit Trip Ticket database click **Exit**.

PICKUP TICKET

To access the Pickup Ticket database:

1. With the **DATA INPUT** menu displayed, click **Pickup Ticket**.

A current open Pickup Ticket will appear.

2. Click **Add** to add a new Pickup Ticket.

Microsoft Visual FoxPro

Data Input Transfer Data Utilities Reports Query Exit

PICKUP

Req_date: / / : : Reqstr:

User_org: Pu_bldg: Pu_room:

Pu_phone: Pu_contact:

Pu_code: To_bldg: To_room:

To_phone: To_contact:

Cat: Time_dsp: / / : : Veh_num:

Status: Driver:

Dispatcher: Remarks:

Cls_date: / / : : Ur_gent: Pieces:

N20_4: Persons:

Top Prev Next Bottom Find Print Save Revert Delete Exit

Add new record / Save edits NUM CAPS

3. Click on **Req Date**.

Current date and time will automatically pop up.

4. Please supply the following information:

Register: (Person placing the request)

Req_ By Date: (Date pickup needs to be complete)

Pu_Code: (Provide NASA code)

Pu Bldg: (Building from which the item(s) is being moved from)

Pu Room: (Exact room where item is located)

Pu Phone: (Phone number to call at pickup location)

Pu Contact: (Contact person at pickup destination)

To Code: (Provide NASA code)

To Bldg: (Building to which the item(s) is going to)

To Room: (Exact room where the item is going to)

To Phone: (Phone number of contact person on receiving end)

To Contact: (Contact person on receiving end)

Cat: (Select category from pop up screen)

NOTE: Do not click-on until actually dispatched.

For dispatch use only.

Time Dsp: (Date and time dispatched)

Current date and time will automatically pop up.

Veh Num: (Tag Number of vehicle dispatched)

Status: (Select “1” for open, “2” for close, or “3” canceled)

Driver: (person driving the vehicle)

Dispatcher: (Input initials of dispatcher)

Remarks: (please state item(s) to be pickup, include measurements and weight of item(s))

Cls Date: (date action is completed)

Urgent: (Mark Y if this is an urgent request)

Pieces: (Number of items)

N20_4: (Enter the 20_4 number from upper right hand corner of form)

Persons: (Number of people working task)

5. Click **Save**.

To edit a Pickup Ticket:

1. Locate desired Pickup Ticket by using the following buttons:

TOP - takes you to the first Pickup Ticket in database.

PREV - returns you to the previous Pickup Ticket.

NEXT - takes you to the next Pickup Ticket.

BOTTOM - takes you to the last Pickup Ticket in the database.

2. Once desired ticket is located, click **Edit**.

NOTE: The characters on the screen will change from gray to black.

3. Make desired changes and click **Save**.

To delete a Pickup Ticket:

1. Click **Delete** at anytime you wish to delete a Pickup Ticket.

To Print a Pickup Ticket:

1. Click **Print**.

NOTE: The Pickup Ticket must be saved before it will print.

To Find a Pickup Ticket:

1. Click **Find**.

The search dialog box appears.

PICKUP

Req_date: 06/27/97 07:30 Reqstr: SHARON BECKWITH

User: []

Pu []

Pu []

To []

Cat: []

Stat: []

Disp: []

Cls: []

N20 []

Search

Field: REQ_DATE Operator: equals Value: []

☒ And ☐ Or ☐ Case Sensitive

Field: REQ_DATE Operator: equals Value: []

Search All Cancel

Top Prev Next Bottom Find Print Add Edit Delete Exit

2. Select field to search.

This can be done by clicking on **Field** and scrolling down the field menu. Fields include:

REQ_DT	TO ROOM	USER ORG
CAT	TO PHONE	STATUS
PU BLDG	TO CONTACT	DRIVER
PU ROOM	PU CODE	DISPATCHER
PU PHONE	REQSTR	CLS DATE
PU CONTACT	TIME DSP	URGENT
TO BLDG	VEH NUM	PIECES

3. Select **Operator** to define the value.

Values can be defined as:

EQUALS	LESS THAN	CONTAINS
NOT EQUALS	IS BLANK	IN
MORE THAN	IS NULL	BETWEEN

4. Click on **Value** to enter desired information to locate.

To search more than one field:

1. Click **Add**, and repeat same steps used to define first search.

NOTE: Select **Case Sensitive** if you would like the computer to recognize only capital letters.

To conduct search:

1. Click **Search** and the computer will generate a listing based on fields defined.
2. To exit search at anytime click **Cancel**.

To exit Pickup Ticket database click **Exit**.

DRIVER DATABASE

1. With the **Data Input** menu displayed, click **Driver**.

The current driver database will appear.

2. Click **ADD** to add a new Driver to database.

A blank driver database file will appear.

The screenshot shows the Microsoft Visual FoxPro application window. The menu bar includes **Data Input**, **Transfer Data**, **Utilities**, **Reports**, **Query**, and **Exit**. The **Data Input** menu is open, and the **Driver** option is selected. Below the menu, a form titled **DRIVER** is displayed. The form has a black header with the word **DRIVER** in white. The main area is light gray and contains several text input fields with labels: **Driver_nam:**, **Hire_date: / /**, **License_nu:**, **License_st:**, **License_cl:**, **Lic_expire: / /**, **Lst_dot_ph: / /**, and **Phys_expir: / /**. At the bottom of the form is a row of buttons: **Top**, **Prev**, **Next**, **Bottom**, **Find**, **Print**, **Save** (highlighted with a dotted border), **Revert**, **Delete**, and **Exit**. Below the form is a status bar with the text **Add new record / Save edits** and a button labeled **NUM**.

3. Click on **Driver Name** and enter driver's name.

4. Click **Save**.

Other options that are available include editing and deleting a file.

5. Click **Exit**.

PICKUP CATEGORIES

NOTE: Do not change number on categories already established. Before adding new category, check with system administrator.

1. With the **DATA INPUT** menu displayed, click **Pickup Categories**.

The current **Pickup Categories** database will appear.

2. Click **ADD** to add a new Pickup Category.

A screenshot of a form titled "PICCAT". The form has a purple title bar. Inside the form, there are two labels: "Cat:" and "Desc:". The "Cat:" label is followed by a small text box. The "Desc:" label is followed by a larger text box. Below the text boxes, there is a row of buttons: "Top", "Prev", "Next", "Bottom", "Find", "Print", "Save", "Revert", "Delete", and "Exit". The "Save" button is highlighted with a dotted border.A screenshot of the status bar. It contains the text "Add new record / Save edits" on the left. On the right, there is a button labeled "NUM" and a small square button.

3. Enter number and description of category.

4. Click **Save**.

Other options that are available include editing and deleting a file.

5. Click **Exit**.

TRIP TICKET CATEGORIES

NOTE: Do not change number on categories already established. Before adding new category, check with system administrator.

1. With the **DATA INPUT** menu displayed, click **Trip Ticket Categories**.

The current Trip Ticket Categories database will appear.

2. Click **Add** to add a new Trip Ticket Category.

NOTE: Before adding new category, check with system administrator.

A screenshot of a form titled "TTCAT" with a purple title bar. The form contains two input fields: "Cat:" with a small rectangular box and "Desc:" with a larger rectangular box. Below the input fields is a row of buttons: Top, Prev, Next, Bottom, Find, Print, Save, Revert, Delete, and Exit. The "Save" button is highlighted with a dashed border.A screenshot of the status bar at the bottom of the application window. It is a horizontal bar with a light gray background. On the left, it contains the text "Add new record / Save edits". On the right, there is a button labeled "NUM" and a small square icon.

3. Enter number and description of category.

4. Click **Save**.

Other options that are available include editing and deleting a file.

5. Click **Exit**.

VEHICLE

NOTE: Only dispatcher can add new vehicles.

1. With the **DATA INPUT** menu displayed, click **Vehicle**.

The current Vehicle database will appear.

2. Click **Add** to add a new Vehicle.

A screenshot of a form titled "NTRUCK". The form has a purple title bar with the text "NTRUCK". Below the title bar is a grey area with the text "NTRUCK". Below this is a section with two input fields: "Tag_no:" and "Model:". Below the input fields is a row of buttons: "Top", "Prev", "Next", "Bottom", "Find", "Print", "Save", "Revert", and "Exit".A screenshot of the bottom status bar. It contains the text "Add new record / Save edits" on the left and a button labeled "NUM" on the right.

3. Enter tag number and model.
4. Click **Save**.

Other options that are available include editing and deleting a file.

5. Click **Exit**.

RECURRING RUNS

1. With the **DATA INPUT** menu displayed, click **Recurring Runs**.

The current Recurring Run database will appear.

2. Click **Add** to add a new Recurring Run.

A screenshot of a form titled "RECUR". The form has a blue header bar with the title "RECUR" in white. Below the header, there are several input fields arranged in two rows. The first row contains fields for "Mon:", "Tue:", "Wed:", "Thu:", "Fri:", "Driver:", and "Phone:". The second row contains fields for "Code:", "Run:", "Pax:", "Dest:", "Cat:", and "Veh_no:". At the bottom of the form, there is a row of buttons: "Top", "Prev", "Next", "Bottom", "Find", "Print", "Save", "Revert", "Delete", and "Exit".A screenshot of the status bar. It contains the text "Add new record / Save edits" on the left and a small box with the text "NUM" on the right.

3. Click on the day of the week that the run occurs and enter a "Y".
4. Click on **Driver** to add the driver's name.
5. Click on **Phone** to add the driver's extension.
6. Click on **Code** to add the driver's NASA code.
7. Click on **Run** to enter a "L" for local or "T" for Travel.
8. Click on **Pax** to enter the number of passengers.
9. Click on **Cat** to enter the category code of run.
10. Click on **Veh No** to enter the vehicle to be dispatched.

NOTE: Recurring Run database has to be transferred to the Trip Ticket database to print Trip Tickets.

11. Click **Save**.

12. Click **Exit**.

TRANSFER DATA DATABASE

Responsibility is with the motor pool dispatcher located in Bldg. 27, and can be reached at 301-286-6977. To conduct this function, it is important that all users are logged off.

The **TRANSFER DATA MENU** contains the following menu items:

DISPATCH TRANSFER - transfers all closed trip tickets to the history file.

PICKUP TRANSFER - transfers all closed pickup tickets to the history file.

RECURRING RUNS - transfers the recurring runs to the trip ticket database.

To transfer dispatch and pickup files:

1. With the **Transfer Data** menu displayed, click either **Dispatch Transfer** or **Pickup Transfer**.
2. The following statement will appear on the screen:

You have started the procedure to move records to the history database. Y/N

3. Enter **“Y”**, then hit **Enter**.

If you do not want to start this procedure answer **N**.

4. Hit **Escape**.

5. The following statement will appear on the screen:

“Do you wish to transfer now? Y/N”

6. Enter **“Y”**, then hit **Enter**.

7. The following statement will appear on screen:

“Transfer in Progress”

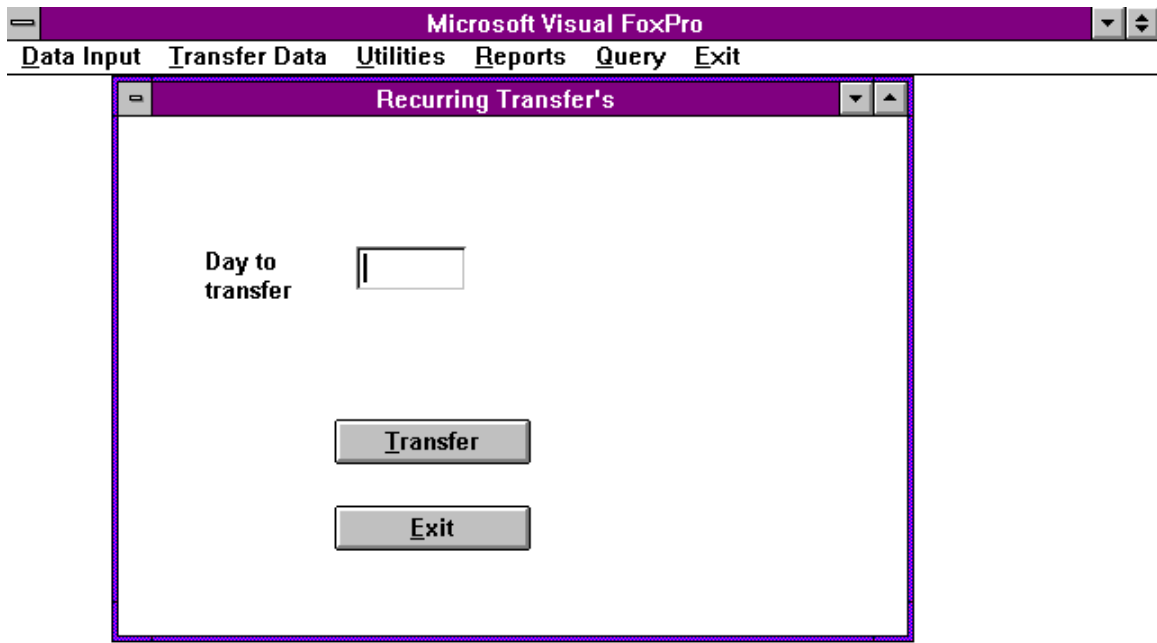
8. After the transfer is complete, the main menu screen will reappear.

To transfer recurring run files:

NOTE: Other users may be logged on while this function is being conducted.

1. With the **Transfer Data** menu displayed, click **Recurring Runs**.

The Recurring Transfer’s dialog box appears.



2. Click on the Day to Transfer. Enter appropriate day of week **MON, TUE, WED, THU, FRI**.

3. Click **Transfer**.

The transfer will begin, and will print all recurring run trip tickets.

4. After the transfer is complete, the main menu screen will reappear.

REPORTS DATABASE

The **REPORTS MENU** contains the following menu items:

FLEET UTILIZATION - indicates the percentage of vehicle usage by category.

VEHICLE UTILIZATION - indicates for each vehicle the number of trips and total miles.

CATBYDATE - indicates for each pickup category the number of pieces and number of tickets.

PICKHISCAT - indicates number of tickets by Category and number of days to accomplish task.

To access the Fleet Utilization report:

1. With the **REPORTS** menu displayed, click **Fleet Utilization**.

The following screen will appear.

A screenshot of the FLEET UTILIZATION dialog box. The dialog box has a purple title bar with the text "FLEET UTILIZATION". Inside the dialog box, there are four input fields: "BEG DATE" with a date format mask of "//", "END DATE" with a date format mask of "//", "Travel/Local" with a text input field, and "Days not worked" with a numeric input field containing the value "0". Below the input fields are two buttons: "Print" and "Exit".

2. Click on **Beg Date**.

Enter the beginning date in **MM/DD/YY** format.

3. Click on **End Date**.

Enter the ending date in **MM/DD/YY** format.

4. Click on **Days not Worked** and insert number of holidays with in the timeframe requested.

5. Click on **Print**.

This will start the search and upon completion a report will be printed. You may exit from this report anytime by clicking on Exit.

To access the Vehicle Utilization Report:

1. With the **REPORTS** menu displayed, click **Vehicle Utilization**.

The following screen will appear.

Microsoft Visual FoxPro

Data Input Transfer Data Utilities Reports Query Exit

Utilization Reports

Enter Start Date || / /

Enter End Date / /

Local/Travel

Print

Exit

NUM CAPS

2. Click on **Enter Start Date**.

Enter date in **MM/DD/YY** format.

3. Click on **Enter End Date**.

Enter date in **MM/DD/YY** format.

4. Click on **Local/Travel**.

Enter whether or not you would like to query Local or Travel trips.

NOTE: Fill in entire word “Local” or “Travel”.

5. Click on **Print**.

This will start the search and upon completion a report will be printed. You may exit from this report anytime by clicking on Exit.

To access the Catbydate:

1. With the **REPORTS** menu displayed, click **Catbydate**.

The following screen will appear.

The screenshot displays the Microsoft Visual FoxPro application window. The menu bar at the top includes 'Data Input', 'Transfer Data', 'Utilities', 'Reports', 'Query', and 'Exit'. Below the menu bar, a form titled 'Form1' is open. The form contains two date input fields: 'Beg Date' and 'End Date'. The 'Beg Date' field has a cursor in the first position, followed by two slashes. The 'End Date' field has two slashes. Below these fields are two buttons: 'Print' and 'Exit'. At the bottom of the screen, there is a status bar with a 'NUM' button and a 'CAPS' button.

2. Click on **Beg Date**.

Enter the beginning date in **MM/DD/YY** format.

3. Click on **End Date**.

Enter the ending date in **MM/DD/YY** format.

4. Click on **Print**.

This will start the search and upon completion a report will be printed. You may exit from this report anytime by clicking on Exit.

QUERY DATABASE

The **QUERY** menu contains the following menu items:

BY REQ DATE - allows the user to query open trip tickets by date. This can also be done by the Find option in the Trip Ticket database. See page ()

OPEN TRIPS - allows the user to query all open tickets.

To access the By Req Date database:

1. With the **Query** menu displayed, click **By Req Date**.

The following screen will appear.



2. Enter date to be queried in **MM/DD/YY** format.
3. Click **Find**, and all tickets for that day will appear.

The following information will be provided:

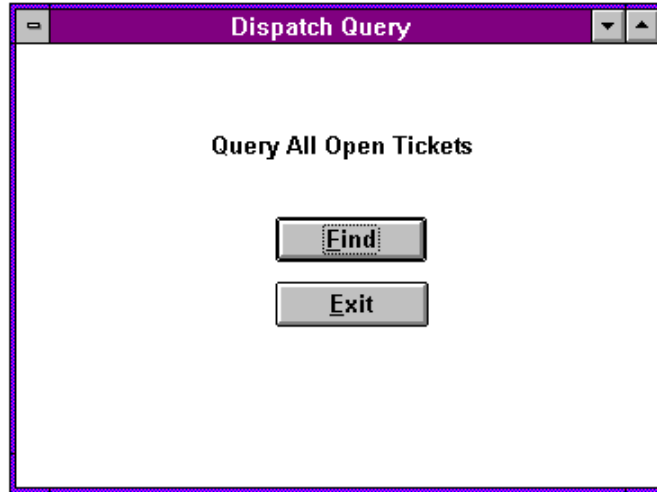
Date of Request, Requester, Vehicle Number, Dispatch Date, and Return Date

4. To exit this request, click on little gray box under **DATA INPUT**.
5. With the menu displayed, click **Next Window**.
6. Then click **Exit**.

To access All Open Tickets database:

1. With the **Query** menu displayed, click **Open Tickets**.

The following screen will appear.



2. Click on **Find**.

This will start the query for all open trip tickets.

3. All opened tickets will appear.

The following information will be provided:

Requester, Description of Vehicle, Date of Request, and Time Required

4. To exit this request, click on little gray box under **DATA INPUT**.

5. With the menu displayed, click **Next Window**.

6. Then click **Exit**.

To exit DAFIS:

1. Click **EXIT** from the toolbar.

This will take you back to your other program icons.